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25 YEAR RE-REVIEW

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 26 September 1956

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report #39  
20 September through 26 September 1956

1. SIGNIFICANT ITEMS

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a. Stage 1 in the assimilation of the various elements making up the Intelligence School is substantially complete. The Intelligence Orientation course has had a successful shakedown run this month. The Intelligence Techniques course, after strenuous preparations, and in spite of the loss of its principal instructor, is ready to open 1 October in its new quarters. Major shifts of personnel and structural alterations have been accomplished, though not yet in final detail. These changes have taken place without the cancellation of any scheduled activity. At the same time, the outlines of the job ahead are beginning to take shape. It appears certain that there will be a steady, continuing demand for our present well-established programs, and numerous signs of interest in additional forms of training indicate that we are already entering upon stage 2, a period of development and adaptation.

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b. The School has run out of space in which to conduct its training activities. We are getting by at present by tight scheduling; by conducting classes in office space, including my own; by borrowing rooms normally assigned to other components; by using space provided by offices requesting training; and by hurried shifting of equipment and materials from room to room. I recognize that this problem is not peculiar to this School, but it is particularly acute in our case, and I mention it as background for the following observations: (1) an excessive amount of School and Support Staff time is going into the weekly search for available rooms; (2) with full credit to [ ] excellent service, our present arrangements for coordinating the use of all OTR space could be improved; and (3) the time may be near when space will be the limiting factor in our operations. X

OTHER ACTIVITIES

a. Clerical Training

(1) During the week of 17 September there were 70 people in Clerical Induction Training and 24 people in Clerical Orientation.

(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 18 September were as follows: Of 32 people tested in shorthand, 8 qualified; of 54 people tested in typewriting, 27 qualified.

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(3) The results of the official Agency tests administered by Clerical Refresher Training on 11 September were as follows: Of 3 people tested in shorthand, none qualified; of 6 people tested in typewriting, 2 qualified.

(4) The Non-Clerical Typewriting Class that was scheduled to be given from 24 September to 23 November has been cancelled. The registration was not large enough to justify presentation of the course.

b. Intelligence Training

(1) A special running of the Writing Workshop for FBID personnel will begin on 31 October. It will be given on Wednesday and Friday afternoons for five weeks and will be held at 1717 H Street.

(2) As of 25 September, 17 registrations have been received for Intelligence Techniques Course #2 which will start on 1 October.

(3) Mr. [ ] has been called for jury duty in the District of Columbia. He will report on 27 September and will serve through 4 November.

c. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

d. OTR Orientation Officer

(1) On 24 September the CIA Introduction program was conducted for 58 people.

(2) On Tuesday morning, 25 September, the Departmental Briefing was held for 58 persons. The audience ranged from Junior Foreign Service Officers to GS-16's, and from lieutenants to colonels.

(3) On Tuesday afternoon, 25 September, the CIA Review was held for 34 people.

(4) A special briefing was held for a Junior Foreign Service Officer class on 19 September. The program was similar to the CIA Introduction, but tailored to the special FSO audience.

(5) On 20 September a special briefing was given to a student from the Operations School. The briefing was conducted in a safe-house and took most of the day.

e. Intelligence Orientation

(1) On 21 September Mr. [ ] met with C/IS to discuss a proposal from the Office of Security for the establishment of a special tailored course for certain personnel from the Office of Security. [ ] is handling the initial coordination within OTR.

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(2) [ ] conducted the last week of the Effective Writing Course in the absence of [ ]

f. Administrative Training

(1) Administrative Training has agreed to provide one speaker for each Dependents' Briefing given by [ ] The lecture will cover Agency procedures and channels at Foreign Service Installations as they affect the interests of each successive group of wives.

(2) [ ] attended the lecture on household effects given by the Logistics Course. This lecture will be coordinated with the one given in Administrative Procedures and Operations Support.

g. Reading Improvement

Nothing to report.

h. Management Training

(1) Basic Supervision #23 for grades GS-9 through GS-11 began on Monday, 24 September, with 15 members enrolled. (There were two last-minute cancellations.) Eleven Offices are represented as follows: 8 from DDS, 2 from DDP, and 5 from DDI.

(2) Basic Management #27 (GS 11-13) concluded on 21 September, with 17 of the 19 admitted still in attendance. Two people were forced to withdraw from this presentation for personal reasons, but they will complete the course in a subsequent presentation.

i. Instructor Training

(1) On 27 September [ ] attended a briefing given by [ ] and members of the WH Staff. This briefing was given for 18 foreign nationals who will be trained in Instructional Techniques 22-26 October by [ ]

(2) [ ] met with [ ] Assistant Executive Officer/DDP, on 26 September to discuss a training course which he has proposed for selected personnel in the DDP.

3. PERSONNEL NOTES

a. [ ] has returned from his vacation.

b. [ ] is taking the Basic Supervision Course.

c. [ ] returned from annual leave on 24 September.

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